

S E C R E T

DDA 83-0054/45

10 November 1983

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 10 November 1983

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

a. An Executive Dining Room (EDR) survey designed to assist the EDR staff in upgrading the facilities, operations, and guest services has been mailed to all EDR members. The responses to the survey, which covers FY-1983, will be reviewed on 1 December.

NOA REGISTRY  
FILE 100-15

d. On 7 November American Telephone and Telegraph implemented its post-divestiture corporate structure (even though divestiture is not mandated until 1 January 1984). As a result of the changes, we are now dealing with one company for local telephone service needs, another company provides our long distance service, and a third company handles our equipment rental and maintenance requirements.

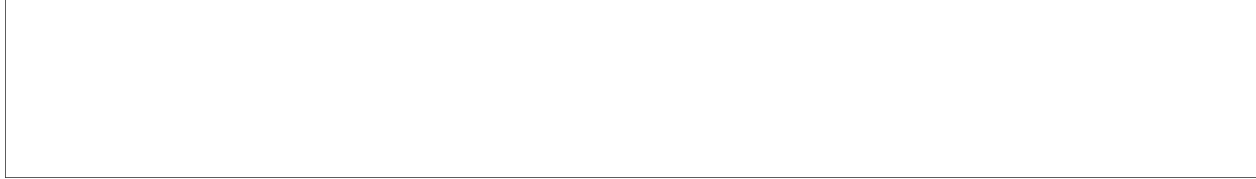
e. The Executive Director will present a Meritorious Unit Citation on 23 November to the Analysis Training Branch of Intelligence Training in recognition of outstanding support to the Directorate of Intelligence in training analysts.

S E C R E T

S E C R E T

f. At the behest of Judge William P. Clark, the Department of Interior recently placed a written request for physical and technical security checks of several office suites, some of which have been used for the storage of SCI material. This request appropriately updates a similar security review conducted by the Office of Security (OS) in 1978. The physical security audit and counteraudio sweep will be conducted on 9 - 10 November.

25X1



h. During the period 7 - 11 November, Chief, Psychiatric Operations Division, Office of Medical Services, and two members of his staff are presenting a Hostage Negotiations Techniques course

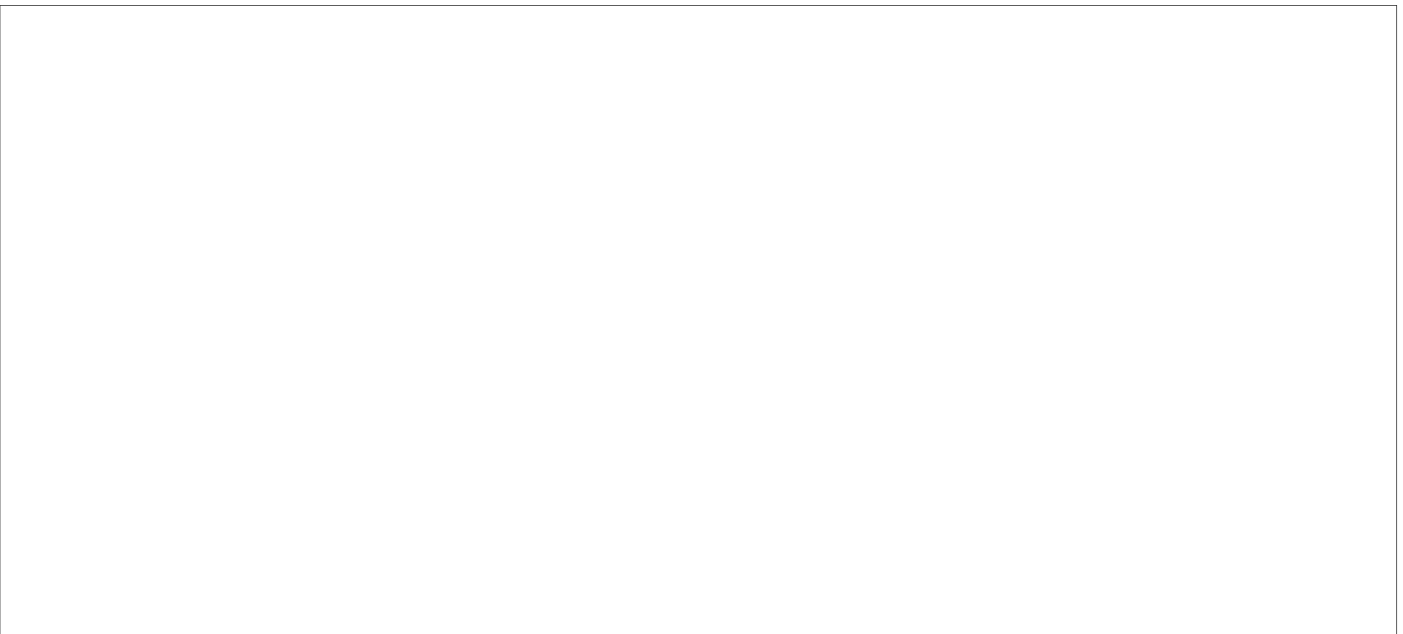
25X1



25X1

i. [redacted] were provided a briefing and demonstration of system capabilities by representatives of the Office of Data Processing on 9 November. Topics covered included system design and development.

25X1



l. The Offices of Data Processing and Finance are currently working toward the production of employee tax reports (W-2's) for tax year 1983. After necessary system modifications and production, W-2's are scheduled for dissemination to Agency employees no later than 31 January 1984.

S E C R E T

S E C R E T

## 3. Significant activities anticipated during the coming week:


The Deputy Director for Administration will attend a SAFE Monthly Management Status Review at the Pentagon on 16 November.

25X1



Harry E. Fitzwater

## Distribution:

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 1 - DDA
- 1 - OLL 
- 1 - Ea DA OD
- 1 - SSA/DDA
- 1 - C/CMS/DDA
- 1 - EEO/DDA
- 1 - MS/DDA
- 1 - C/SS/DDA
- 1 - HEF Chrono
- 1 - EO/DDA

25X1

25X1 EO/DDA/ba(November 10, 1983)

S E C R E T

## ROUTING AND TRANSMITTAL SLIP

Date

10 NOV  
1983TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. ADDA

210 NOV 1983

2. DDA

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

EO/DDA

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206